



## Police Major

**Department:** Police

**Class Code:** 2136

**EEO Code:** 21

**FLSA:** E

**Effective:** 01/03/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of unusual difficulty in commanding a Bureau within the Police Department; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Assists in planning, organizing, and directing the programs and activities of the Police Department, providing coordination for major programs and activities; receives and reviews recommendations; proposes changes in policies and procedures, directing and coordinating their implementation as approved; provides guidance and counsel to unit and division commanders in the implementation and evaluation of new programs; analyzes data from patrol reports to identify pattern of crime; recommends promotion and assignment of personnel; inspects police personnel and equipment; participates in the internal affairs activities of the department; writes news releases for press and speaks before community and business groups; prepares reports to document personnel activities and requests; prepares and manages Bureau budget; evaluates work performance of immediate subordinates and reviews performance appraisals of other division personnel; disciplines workers for infractions of policies and procedures; reviews productivity records of work force and operating procedures to identify areas needing improvements; discusses grievances with supervisors to identify and resolve problems; serves on various committees; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Comprehensive knowledge of the principles, practices, and methods of modern police management and administration; comprehensive knowledge of applicable federal, state, and local laws and ordinances; considerable knowledge of the standards by which the quality of police service is evaluated; considerable knowledge of other governmental jurisdictions and authorities as they relate to police work. Comprehensive skill in planning and evaluating major police programs and services; comprehensive skill in providing the necessary coordination among police divisions and units; comprehensive skill in developing and maintaining effective working relationships with other police and government officials, employees, and the public; comprehensive skill in communicating effectively, orally and in writing.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a baccalaureate level major in police science and nine years experience in law enforcement including five years experience in varied law enforcement supervisory and management assignments, or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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